

STATE OF NEW HAMPSHIRE
Dept. Of Administrative Services
Div. Of Plant And Property Management
Bureau Of Purchase And Property
State House Annex
Concord, New Hampshire 03301

Date: November 8, 2013

Notice Of Contract

CONTRACT: Drug & Alcohol Testing

CONTRACT NO.: 8001469

NIGP CODE: 952-0700

Vendor: NHMTA Services Inc Vendor #: 216194
19 Henniker Street, PO Box 3898
Concord NH 03302-3898

Contact Persons: Vera Tucker

Tel. No.: (603) 224-7337

Effective From: November 1, 2013 Through October 31, 2016

Terms:

Payment shall be paid in full within thirty (30) days after receipt of a properly documented invoice and acceptance of the work to the State's satisfaction. Invoices shall be submitted by agency for each individual location, or for a group of locations within the same agency. All invoices shall show the Individual, location, and the date of service.

Invoices shall be submitted by agency for each individual location, or for a group of locations within the same agency.

All invoices shall show the individual, location, type of test and the date of service.

Laura Ingram, Purchasing Agent
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SCOPE OF SERVICES

Contractor shall be responsible for carrying out all aspects of the drug and alcohol testing program in compliance with all laws, regulations, orders and statutes of federal, state, or municipal authorities. Contractor shall remain apprised of any changes to said regulations, and if necessary adjust policies/procedures accordingly.

Contractor shall prepare and submit a preliminary project plan of execution for the purpose of carrying out the Scope of Services contained herein for the State of New Hampshire. The Contractor may include the qualified State Agencies in a consortium for operational and/or cost purposes, however, the Department of Transportation employees and other qualified state employees must remain a separate target pool for random tests of individuals for test purposes. The preliminary project plan shall include an organizational plan as well as a staffing plan for administration, training, and execution. The Contractor shall be prepared to provide three (3) 3-4 hour "orientation meetings" to department personnel responsible for coordinating testing (+/- 65 individuals) in order to review the step-by-step process of testing and to review applicable federal DOT regulations. A mutually agreeable location (State or Vendor) in the Concord, NH area will be selected for these orientations.

A. Specimen Collection and Drug Testing/Laboratory/Medical Review Officer Services

1. Contractor shall provide **multiple** collection sites throughout the State capable of handling all required tests, including alcohol screening. At a minimum, one collection site must be available 24 hours per day, 7 days per week in close proximity to the cities of **Manchester, Keene, Laconia, Lebanon, Lancaster, Littleton, Portsmouth and Concord.** Statewide mobile testing may also be required under certain special circumstances. Examples are Motor vehicle accidents, etc.
2. Contractor shall implement the collection process, including total number of collected samples to conform with all applicable laws, regulating orders and statutes of federal, state or municipal requirements for urinalysis drug testing and where applicable, alcohol screening.
3. Contractor shall provide a sufficient quantity of chain of custody forms for use by the State's employees.
4. Contractor shall provide for testing by a US DHHS or NLCP certified laboratory using proper chain-of-custody procedures.
5. Contractor shall engage the services of a Medical Review Officer ("MRO"), who shall be a Medical Doctor (as defined by federal DOT regulations). To be qualified to act as an MRO, the MRO must be knowledgeable of substance abuse disorders, with the appropriate medical training to interpret and evaluate a positive test result together with the medical history and any other relevant biomedical information of the donor.
 - 1) Contractor shall have capability to conduct a minimum of fifty (50) Federal DOT drug tests for affected employees per month from the following categories:
 - Random
 - Pre-Employment
 - Post-accident / Incident
 - Reasonable suspicion
 - Return to duty (following rehabilitation)
 - Quality Control
 - Return to duty (follow-up testing)
 - 2) Contractor shall have the capability to conduct a minimum of ten (10), non-US DOT / FMSCA drug tests for affected employees per month from the following categories:
 - Random
 - Pre-Employment
 - Post-accident / Incident
 - Reasonable suspicion
 - Return to duty (following rehabilitation)
 - Quality Control
 - Return to duty (follow-up testing)
 - 3) Contractor shall conduct urinalysis drug testing for the following: (may be superseded by USDOT regulations at any time)
 - Cannabinoids (for example, marijuana)
 - Cocaine
 - Amphetamines
 - Opiates (for example, heroin, codeine)
 - Phencyclidine (PCP)
 - Adulterating substances
 - 4) Contractor shall conduct urinalysis drug testing for the following , non-US DOT / FMSCA:
 - Cannabinoids (for example, marijuana)
 - Cocaine
 - Amphetamines
 - Opiates (for example, heroin, codeine)
 - Phencyclidine (PCP)
 - Adulterating substances

- 5) Contractor shall have the capability to conduct alcohol screening tests for minimum of ten (10) affected employees per month from the following Categories:
 - Random
 - Post-accident / Incident
 - Reasonable suspicion
 - Return to duty (following rehabilitation)
 - Return to duty (follow-up testing)
- 6) Contractor shall have the capability to conduct alcohol screening tests for a minimum of five (5) affected employees that are not regulated through the Federal DOT regulations per month from the following categories:
 - Random
 - Post-accident / Incident
 - Reasonable suspicion
 - Return to duty (following rehabilitation)
 - Return to duty (follow-up testing)

B. CDL / Pre-employment Physicals

1. Contractor shall provide **multiple** collection sites throughout the State capable of providing CDL and Pre-Employment physicals. At a minimum, the service shall be provided during normal business hours and shall be scheduled within three (3) working days of the request.
2. A minimum of two (2) Sites shall be established per District.
3. Contractor shall have the ability to bill individuals for CDL Pre-employment Physical testing at the rates set forth in Exhibit B.

C. Random Database (Segregate by Agency)

1. Using a computer based random number generation program, the Contractor shall provide the list of employees that are subject to the Federal DOT drug testing requirements for monthly drug and alcohol random tests. The employee test identification number shall be the agency number, social security number, Employee Name. Testing will be on an annualized random basis for fifty (50) percent of all affected employees in safety sensitive positions for drugs and ten (10) percent for alcohol or as currently prescribed by US DOT regulations.
2. The Contractor shall maintain, in coordination with the utilizing state agencies, a current updated database of all safety-sensitive employees. At a minimum this Database shall include the following information on each employee: Name; social security number and agency, district, or bureau number.
3. Using a computer based random number generation program, the Contractor shall provide the list of employees that are not subject to the Federal DOT drug testing requirements, (non-US DOT / FMSCA) for monthly drug and alcohol random tests. The employee test identification number shall be the agency number and employee identification number. Testing will be on an annualized random basis for 50 percent of all affected employees in safety sensitive positions for drugs and 10 percent for alcohol or as currently prescribed by USDOT regulations.
4. Maintain, in coordination with the State of NH and other qualified state agencies, a current updated database of all safety-sensitive employees. At a minimum this Database shall include the following information on each employee: Name; social security number and agency, district, or bureau number.

D. Record Keeping, Reporting and Certification

1. All records of the test program, which may be stored at the Contractor's test facility, will be the property of the State of New Hampshire or other qualified state agencies.
2. The Contractor shall maintain records concerning the collection process and test results for at least five (5) years for positive test and at least one (1) year for a negative test.
3. The Contractor shall ensure that all urine specimens are retained by the drug- testing laboratory for a minimum of one (1) year or as currently prescribed by USDOT regulations.
4. The Contractor shall ensure all positive test results are forwarded directly to the MRO for disposition to the Department or other qualified state agencies; the employee, if positive; and the Employee Assistance Program (EAP), if required.
5. The Contractor shall provide the Department or qualified state agencies with a monthly summary of all tests conducted, the results of such tests, an annual summary report, and any other reports or documentation necessary for compliance with Federal law.

Each Test / \$

Itemized cost
for drug testing
collection kit

And chain of
custody form
(ea.)

\$0.00

Drug Test - Lab analysis

INCLUDES collection
Services/Medical Review Officer
Evaluations

(do negative drug test need
MRO evaluation)

\$48.00

Alcohol Test - Breathalyzer

\$48.00

Alcohol Confirmation "Blood
Alcohol" Test

\$0.00

Quality Control Samples

\$0.00

Cost for Mobile on-site
Laboratory

\$200.00

Litigation Assistance

Assume 2 Cases total

\$150.00

The following services are to be included in the per test fees

Random Database (includes)

Random database maintenance fee

Monthly random selection fee

Shipping & Postage

Record keeping & Reporting

Administration Fee

Any other fee except for litigation assistance Fees